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RECORDS MANAGEMENT DIVISION  
23 January 1956

Chairman, WGIR

Development of a Common Information Report Format

- References : (1) Par.3, Minutes of Reports and Requirements Officers,  
Monthly Meeting, 10 Jan 1956.  
(2) Our past verbal discussions

1. The WGIR of AHIP, which has been charged with responsibility for developing recommendations acceptable to the IAC regarding standardization of format of published intelligence reports, will soon be grappling with such knotty problems as size, color, terminology, item location, physical uniformity, reproduction processes, integration with systems of automation and so forth.

2. A preliminary analysis of known CIA intelligence information reporting and peripheral forms reveals some 20 different documents are now in regular use. Wide, but not necessarily irresolvable differences exist in 12 of these documents.

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4. It seems, of course, axiomatic that under any circumstances all CIA reports components would wish to discuss and resolve their common reporting problems and strive to reach some unanimity of purpose as soon as possible. Now that the IAC has expressed a strong desire for improved, standardized reporting forms and methods, it seems even more important that a serious and timely effort be made to reconcile any divergent intra-agency views. Until this is done it will be extremely difficult for the WGIR to take any effective action or make even the most tentative recommendations to AHIP and the IAC.

5. I therefore most strongly urge that the proposed, and later postponed meeting, of DD/P Reports and Requirements officers with their counterparts in the reports components of other CIA offices to discuss common reporting problems, be held as soon as possible.

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